



DEPARTMENT OF THE NAVY

COMMANDING OFFICER

NAS PENSACOLA

190 RADFORD BLVD

PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 4402.1K  
Code 41400

JAN 20 2000

NASPNCLA INSTRUCTION 4402.1K

Subj: OPERATIONS OF THE PRE-EXPENDED BIN AT FORREST SHERMAN FIELD

Ref: (a) NAVSUP Manual, Vol. II, Par. 25612  
(b) OPNAVINST 4790.2G  
(c) CNATRAININST 4790.6D

1. Purpose. To issue policies and procedures for the operation of the Pre-Expended Bin (PEB) at Forrest Sherman Field.
2. Cancellation. NASPNCLAINST 4402.1J
3. Scope. Applicable to Combined Maintenance Unit (T-2's and H3's), Sikorsky Services, Aircraft Intermediate Maintenance Department (AIMD).
4. Background. The PEB provides customers with immediate access to high-use items, generally of low-unit cost, which have been expended from the Supply Division stock records and related financial accounts. The PEB is located in Building 3260 (Sherman Field). The PEB stocks are limited to consumable supplies and repair parts. Items in critical short supply will not be included in the pre-expended category. Items subject to pilferage will be kept under lock and key.
5. Definitions
  - a. Consumables are administrative and housekeeping items, routine maintenance tools not specifically related to, but which may be used in the repair of equipment, general hardware (e.g., bits and pieces), or any other item having a limited life and not specifically included in the defined equipment or repair-parts category.
  - b. Repair parts are integral, manufactured, and replaceable parts (or assemblies) of a piece of machinery or equipment.
6. Responsibility
  - a. The Supply Director, NAS Pensacola, and Maintenance and Material Officers of customer activities or their designees shall jointly determine items to be carried in the PEB. As required by reference (a), the Supply Director is delegated authority to stock pre-expend items having a unit cost not to exceed \$150, provided the total pre-expended inventory for the item does not exceed an estimated 30-day supply.
  - b. The supervisor of the PEB function will adhere to the contents of this directive and will be guided further by references (a) through (c).
7. Action
  - a. Customer activities

JAN 20 2000

(1) Submit memorandum requests to Aviation Support Section (Code 41410) to establish new items in the PEB. Requests must show anticipated requirements based on 45 days usage, historical demand, initial outfitting list, etc.

(2) Recommend deletion of items as feasible.

(3) Submit to PEB Clerk, Pre-expended Bin Requirement Requisition, NASP 4790/40.

b. Aviation Support Section (Code 41410) will:

(1) Ensure items carried in the PEB meet the following criteria:

(a) Normally have a unit cost of \$150 or less. Inventory for a line item in this category will not exceed an estimated 30-day supply.

(b) For items having a unit cost in excess of \$150 and determined to be eligible for PEB, ensure the total pre-expended inventory does not exceed an estimated 30-day supply.

(c) For consumable items having a unit cost over \$150, stocked at any PEB location, prior written approval must be given by the Commanding Officer.

(2) Establish and maintain computer data containing information normally kept on a Stock Record Card, NAVSUP 1114M, to reflect the current national stock number, part number, unit of issue, unit price, location, high and low limits, and shelf-life data, when applicable, for each line item carried.

(3) Evaluate requests for, and establish new items in PEB as necessary. After a new item has been in the PEB for 90 days, review usage and adjust high and low limits accordingly.

(4) Store and label items to permit ready access and identification for issue.

(5) Frequently review records on items carried to ensure item usage is sufficient for retention in PEB status. This effort also will serve as a means to correct inadvertent mixture of small items.

(6) Initiate action to remove item when usage does not justify continued stocking. Items may also be removed from PEB status upon recommendation of using organization(s) when justified. Items with no demands within a 12-month period will be deleted from PEB stock.

(7) Submit stock replenishment requisitions, DoD Single Line Item Requisition System Document, Mechanical, DD 1348, via data transmission device to NAS Pensacola (NASP 41410) as required. The applicable job order will be entered in card columns 45-51 of each requisition.

(8) Ensure charges reflect the appropriate job order and are restricted to PEB replenishment requisitions



JAN 20 2000

(9) Maintain exacting records to ensure the authorized operating budget is not exceeded

(10) Inventory of individual PEB stock items will be accomplished upon receipt of each replenishment and after each issue of that specific item.

(11) Upon receipt of telephone call from another activity requesting an item in the PEB, take the following action.

(a) Obtain a document number from the requesting activity.

(b) Prepare a DD 1348-1 for shipment.

(c) Attach document to material and forward to NAS Pensacola Supply Division, General Material Section, Code 41420.

c. Quality Assurance Branch (Code 4100D) will:

(1) Conduct spot inventories, location surveys, and perform quality control checks.

(2) Provide technical assistance to Code 41410 as required.

d. Budget and Analysis Branch (Code 4100E) will receive fund allocation from Comptroller and advise Aviation Support Section (Code 41410) by memorandum of the amount available for replenishing the PEB.

8. Forms. DOD Single Line Item Requisition System Document, Mechanical, DD 1348, may be obtained through normal supply channels. Pre-expended Bin Requirement Requisition, NASP 4790/40, may be obtained through the Administration Division (Code 53200).



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Distribution:

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(NASPNCLAINST 5216.1T)

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